

Dublin Institute of Technology
Official Languages Act 2003
Irish Language Scheme



2012-2015

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1.1 Introduction:

DIT's Official Languages Act Scheme has been drafted in accordance with Section 11 of the Official Languages Act 2003 and details statutory commitments regarding the services that the Dublin Institute of Technology (DIT) will provide:

- in Irish only
- in English only and
- bilingually

over the next 3 years. The purpose of this Scheme is to increase the range and standard of services available in Irish from DIT and to provide for the adoption of measures to ensure that certain services not currently provided through the medium of Irish will be available within an agreed timeframe.

1.2 Guidelines for the Preparation of a Scheme:

Section 12 of the Official Languages Act 2003 provides for the preparation of Guidelines by the Minister for Community, Equality and Gaeltacht Affairs and their issue to public bodies to assist in the preparation of draft schemes. This scheme has been drawn-up in conformity with those guidelines.

1.3 Consultative Process:

DIT's Official Languages Act Scheme was compiled following a comprehensive process of consultation with DIT staff and students as well as being informed by recommendations and suggestions conveyed in submissions received from the public.

Information sessions were organised in the Institute as well as a comprehensive on-line survey was carried out in order to ascertain the views and suggestions of DIT staff and students regarding the preparation of DIT's Official Languages Act Scheme and 394 questionnaires in total were completed.

A public notice under Section 13 of the Act was placed in national Irish language and English language newspapers in April 2009 seeking submissions from interested parties. Emails were circulated to various media, Irish language organisations and secondary schools seeking submissions from the public and 15 submissions were received from the public.

All recommendations and suggestions gathered during this consultation process informed DIT's Official Languages Act Scheme.

DIT would like to sincerely thank all staff, students and members of the public who have helped in the drafting of this, our first Official Languages Act Scheme.

1.4: Priorities for DIT's Official Languages Act Scheme:

- Increase and develop bilingual service provision in DIT over the next 3 years.
- Improve the Irish language competency levels of staff through the provision of language training and support in order to develop bilingual service provision.
- Pro-actively offer bilingual services to the public over the next 3 years.
- Create awareness amongst staff and students of the content and purpose of the Official Languages Act Scheme through the provision of language awareness training.
- Increase the visibility of the Irish language in DIT over the next 3 years.
- Increase DIT's commitment towards the promotion and development of the Irish language across the Institute

1.5: Commencement Date of the Scheme:

DIT's Official Languages Act Scheme will commence on the 22nd May 2012 and will remain in effect for a period of 3 years from this date or until a new scheme has been confirmed by the Minister pursuant to Section 15 of the Act, whichever is the earlier.

1.6: Overview of the Dublin Institute of Technology (DIT):

DIT is a comprehensive higher educational institution providing full-time and part-time programmes in scientific, technical, technological, humanities and business education at undergraduate and postgraduate levels. It is closely involved with the latest developments in technology in these areas, while maintaining a continuing commitment to industrial, economic and cultural development. The Institute offers programmes of education and research from apprentice level to doctorate level in its four colleges, namely Arts & Tourism; Business; Engineering & Built Environment and the College of Sciences & Health.

DIT can trace its origins back to 1887 and has a long and proud tradition of providing education to the highest levels. Under the provisions of the DIT Act 1992, the Institute became an autonomous higher education institute. In 1998, the Institute was granted its own degree awarding powers at both undergraduate and postgraduate levels.

1.6.1: Students & Staff:

DIT has an enrolment of 11,906 full-time third-level students, pursuing over 100 different programmes in addition to 4,767 part-time students and 2,048 apprentices, giving a grand total of 18,721 students for the 2011/12 academic year.

DIT currently employs 955 full-time equivalent academic staff members and 850 full-time equivalent non academic staff members including administrative, technical and support staff (March 2012).

1.6.2: Activities:

The Institute is also involved in research, development, and consultancy activities and has established a number of centres and projects in areas such as: Digital Media; Food Product Development; Industrial and Engineering Optics; Logistics and Transport; Maintenance; Optoelectronics; Satellite Communications; Pedagogy/ Social Sciences; Project Development; Radiation and Environmental Science; Timber Development and Tourism Research.

1.6.3: Locations:

All of the DIT centres are located near the city centre, on both sides of the River Liffey. The main locations of its 4 Colleges are:

DIT Aungier Street (College of Business, College of Arts & Tourism)

DIT Bolton Street (College of Engineering & Built Environment)

DIT Cathal Brugha Street (College of Arts & Tourism, College of Sciences & Health)

DIT Kevin Street (College of Sciences & Health, College of Engineering & Built Environment)

DIT Mountjoy Square (College of Arts & Tourism)

DIT Rathmines (College of Arts & Tourism)

1.6.4: DIT Vision, Mission and Values

Vision:

DIT will be the first choice in Ireland for people who seek professional, career-focussed learning and discovery in a vibrant environment renowned for the application of research, innovation and creativity.

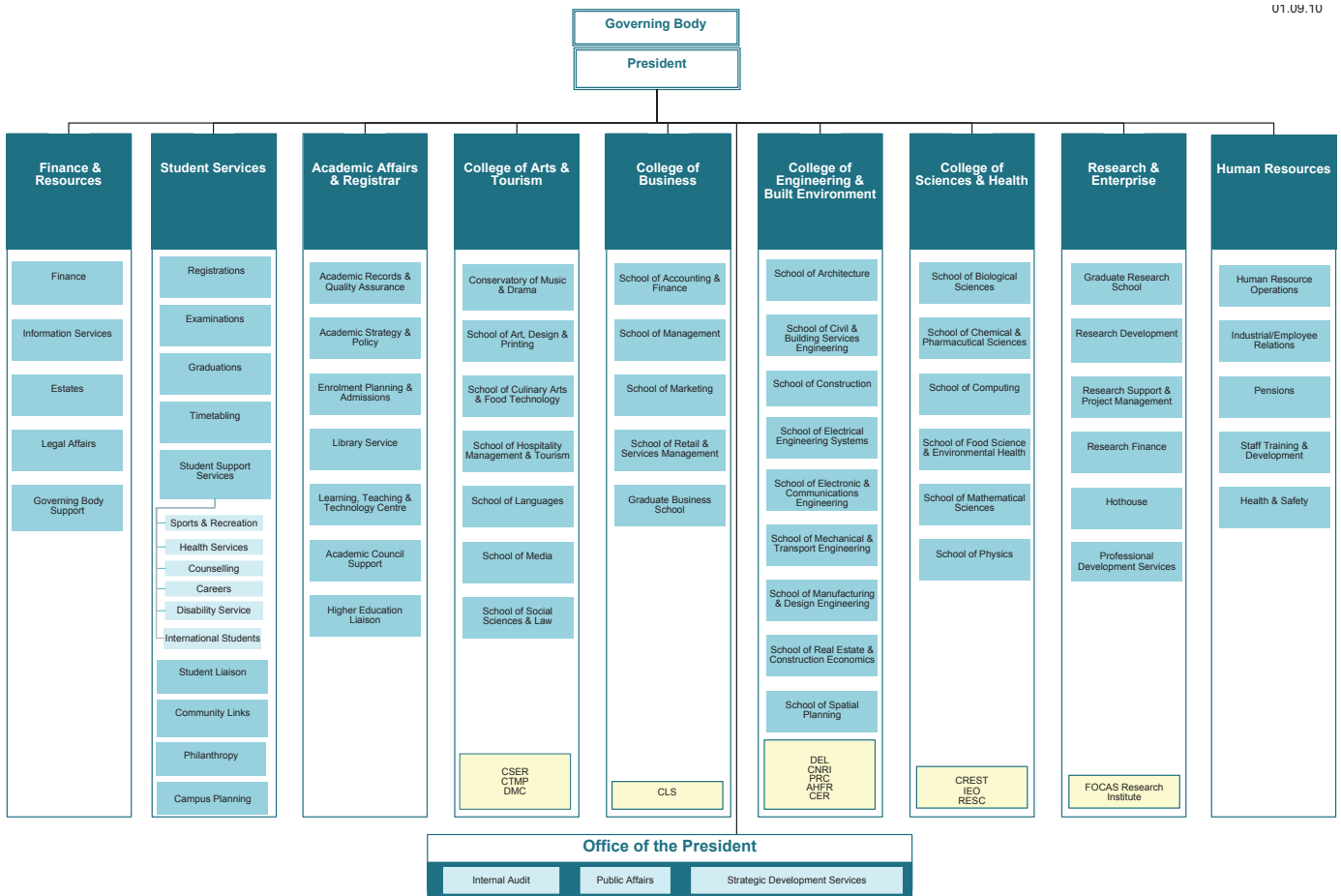
Mission & Values:

Located in the heart of Ireland's capital city, DIT provides a wide range of programmes, at diverse levels, in an innovative, responsive and caring learning environment to students of all ages and backgrounds. In doing so, DIT:-

- blends the academic excellence of a traditional university with career-focussed learning, discovery and the application of knowledge;
- emphasises quality in its teaching, scholarship, research and support for entrepreneurship; and
- actively sustains Ireland's social, cultural, technological and economic development.

1.6.5: DIT Organisational Chart:

01.09.10



1.7: Governance of DIT:

1.7.1: Governing Body

The Governing Body was established by the Dublin Institute of Technology Act, 1992 as the governing authority of the Institute. The Governing Body consists of the Chairman and the President of the Institute and 18 ordinary members. A list of the current membership of the DIT Governing Body is available at www.dit.ie/about/governingbody

The Governing Body manages and controls the affairs of the Institute and all property of the Institute and performs the functions conferred on the Institute as identified in the DIT Acts 1992 and 1994 and the Institutes of Technology Act, 2006. Further information regarding the responsibilities of the Governing Body is available in the DIT Acts, 1992 and 1994 and the Institutes of Technology Act, 2006 at www.acts.ie

1.7.2: Senior Leadership Team

The Directors of the four Colleges and the five cross DIT supporting functions, together with the President, constitute the DIT Senior Leadership Team:

- DIT President
- Director & Dean, College of Sciences & Health
- Director & Dean, College of Engineering & Built Environment
- Director & Dean, College of Business
- Director & Dean, College of Arts & Tourism
- Director, Academic Affairs & Registrar
- Director, Student Affairs & Development and Dean of Students
- Director, Research & Enterprise and Dean of the Graduate Research School
- Director, Finance & Resources
- Director, Human Resources

The Senior Leadership Team provides a leadership role in relation to the overall growth and development of DIT.

1.7.3: Academic Council

The Academic Council is the statutory body charged with establishing and maintaining the academic standards of the Institute. Members are appointed by the Governing Body to assist it in the planning, co-ordination, development, and overseeing of the educational work of the Institute and to protect, maintain and develop the academic standards of the courses and the activities of the Institute.

The Council comprises of the President, Directors, senior academic staff, elected academic staff and students. There are some ninety members and normally there are four meetings per academic year.

Almost all departments and schools in DIT operate and provide services in English. DIT does not have a tradition of Irish language service provision although there is a handful of staff located across the Institute who provide services through Irish. However, the results from a staff survey carried out in preparation for DIT's Official Languages Act Scheme shows that 60.2% of staff surveyed would be willing to deal with the public through Irish in the future if there was training available to help them do so.

The Irish language services that are currently available from DIT schools and departments (not including the Direct Duties or Regulations on public bodies under the Official Languages Act 2003) are listed below.

2.1: Legislative background to Irish language in DIT

Provisions for the development of the Irish language are included in the Institutes of Technology Act, 2006 and the Dublin Institute of Technology Act, 1992.

It is stated in the Dublin Institute of Technology Strategic Plan, A Vision for Development 2001-2015 that the "use of the Irish language will be nurtured and developed in the life, in the culture and in all of the Institutes affairs" (Page 9).

2.2: Academic Programmes and Research in/with Irish:

The provision of academic programmes is primarily DIT's function and Irish language modules are at present available on a wide range of full-time and part-time undergraduate and postgraduate programmes in 6 schools with well over 200 students studying the Irish language in DIT.

School of Languages:

Postgraduate Programmes:

MA sa Ghaeilge Fheidhmeach / MA in Applied Irish:

In January 2008, a two year, part-time taught Masters Programme in Applied Irish (DT 587: MA sa Ghaeilge Fheidhmeach) commenced in the School of Languages. The programme is offered in conjunction with Gaelchultúr Teo. and all delivery of the programme is carried out in Irish.

Undergraduate Programmes:

The School of Languages provides Irish language modules on a wide range of undergraduate programmes offered by the School of Media, the School of Hospitality Management & Tourism and the School of Culinary Arts & Food Technology as listed below:

- i. DT 553: BA in Journalism with a Language (Gaeilge)
- ii. DT 505: BA in Film and Broadcasting with a Language (Gaeilge)
- iii. DT 408T: BA (Ord) Hospitality Management
- iv. DT 411: BA (Ord) in Leisure Management
- v. DT 401T: BSc International Hospitality Management
- vi. DT 412: BSc in Tourism Marketing
- vii. DT 413: BSc in Event Management
- viii. DT 406: BA in Tourism Management
- ix. DT 407: BA (Honours) in Culinary Arts
- x. DT 416: BSc (Honours) in Culinary Entrepreneurship
- xi. DT 417: BSc (Honours) in Bar Studies Management and Entrepreneurship
- xii. DT 432: Higher Certificate in Culinary Arts (Professional Culinary Practice)

School of Media:

Irish has been an integral part of programmes provided by the School of Media since its establishment, in the case of journalism since 1968, and in media arts since 1978. It continues to be a core subject for students on the full-time degree programmes:

- DT 553, the BA in Journalism with a Language (Gaeilge) offers a degree with Irish
- DT 552, the BA in Media Arts offers a degree with Irish
- DT 505, BA Film & Broadcasting with a Language (Gaeilge) offers a degree with Irish

These programmes are delivered in conjunction with the School of Languages and in all programmes, students study applied language specific to their respective degree courses.

Conservatory of Music & Drama:

Irish is available as a 3rd & 4th Year option on DT 501: BA in Music (Irish Traditional Music Studies).

School of Social Sciences & Law:

An Optional Module 'Bilingual Children in Ireland' is available in Year 3 of DT 572: BA in Early Childhood Education.

School of Hospitality Management & Tourism:

Irish language modules provided by the School of Languages are offered on 6 full-time undergraduate degree programmes in the School of Hospitality Management & Tourism, as listed above.

School of Culinary Arts & Food Technology:

Irish language modules provided by the School of Languages are offered on 4 full-time undergraduate degree programmes in the School of Culinary Arts & Food Technology, as listed above.

Research on the Irish language:

Research on the Irish language has been carried out by the School of Languages, the School of Media, the School of Social Sciences, the School of Hospitality Management & Tourism, the Conservatory of Music and Drama (collaborating with the Mícheál Ó Cléirigh Institute in University College Dublin) and other research centres including the Centre for Social & Educational Research, the Digital Media Centre, the Food Product Development Centre, the Institute for Minority Entrepreneurship and the Research Institute for Culture & Heritage.

2.3: Irish Language Administrative Services in DIT

Coiste na Gaeilge:

Coiste na Gaeilge, DIT's Irish language committee was established under the auspices of DIT's Governing Body in 1998 to oversee the development of the Irish language in the Institute. Coiste na Gaeilge is made up of staff with Irish from the 6 main campuses and from each college as well as student representation. The committee meets 4 times a year to direct and monitor the work of Oifig na Gaeilge and to plan for the general development of the Irish language across DIT.

Oifig na Gaeilge:

Oifig na Gaeilge's activities include organising opportunities for staff and students to learn Irish; facilitating the preparation and implementation of DIT's Official Languages Act Scheme and supporting departments and schools in developing bilingual service provision; translation work; organising DIT's Irish Language Student Residency Scheme; supporting students already studying Irish in DIT; supporting an Cumann Gaelach (DIT's Irish language student society) and assisting other student societies, clubs and students to promote the Irish language on campus; organising various scholarship schemes as well as organising Irish language cultural and social events for staff and students.

Public Affairs Office:

- A list of DIT staff members who are competent and willing to deal with Irish language media on news items related to their field is available from the Public Affairs Office and updated regularly.
- Bilingual stationery and business cards are produced by the Public Affairs Office.
- Update, the staff e magazine published by the Public Affairs Office includes an Irish language section – 'Imeachtaí Gaeilge'.

Human Resources and Staff Training & Development:

- The Staff Training & Development Unit supports the funding of Irish language training for DIT staff.
- The Human Resources Department recognises participation by DIT staff on Irish language Gaeltacht summer courses as training days, subject to the approval of their local manager.

Directorate of Academic Affairs and Registrar:

- DIT's Graduation Ceremony Booklets includes Irish language content.
- Irish is used at the formal conferring of DIT awards at graduation ceremonies.
- DIT Awards Parchments include Irish language content.

Student Societies Office and DIT Students' Union:

- DIT Student Societies are run by students for students and are supported by DIT's Student Societies Office and the Students' Union. An Cumann Gaelach, DIT's Irish language student society has over 200 members and is based in DIT Aungier St. The society organises Irish language student events throughout the year and receives advice, financial and administrative support from the Student Societies Office and DIT Students' Union.

2.4: Irish Language Training provision for DIT Staff:

All full-time and part-time staff in DIT have the opportunity to attend free Irish language classes during lunchtimes and evenings, usually for 10 weeks in Semester 1 and for 6 - 8 weeks in Semester 2 each academic year. The classes are organised by Oifig na Gaeilge in cooperation with the Staff Training & Development Unit and the School of Languages.

Classes to date have been provided at levels A1, A2, B1 & B2 of the European Certificate in Irish and staff are encouraged and supported to take the European Certificate in Irish examinations. Since September 2006, almost 500 staff members have attended Irish classes in DIT.

2.5: DIT Gaeltacht Services:

DIT participates in programme delivery and research in Gaeltacht areas occasionally in collaboration with other 3rd level providers and local organisations and groups. DIT will continue to provide programmes and carry out research in Gaeltacht areas during the lifetime of this scheme.

The Institute recognises the importance of the Irish language in Gaeltacht areas and supports the use of Irish in the promotion, delivery and implementation of its programmes and research in the Gaeltacht.

The process of ensuring a comprehensive customer service provision through the medium of Irish in DIT will begin during the lifetime of this first scheme but will not be completed until subsequent schemes are in place. This process will be progressed through the provision of appropriate training for staff who wish to avail of it.

Bilingual services and publications available from DIT will be actively offered to encourage demand for and use of services in Irish. All information on Irish language services available from DIT will be updated regularly on www.dit.ie/gaeilge

3.1: Provision of Irish Language Academic Programmes:

School of Languages:

- A new full-time undergraduate programme, BA sa Ghaeilge don Saol Proifisiúnta (BA in Irish for Professional Purposes) will be developed by the School of Languages during the lifetime of this scheme.
- The School of Languages will continue to deliver programme DT587, the MA sa Ghaeilge Fheidhmeach (MA in Applied Irish) during the lifetime of this scheme, provided that the programme continues to receive funding.
- The School of Languages will continue to provide Irish language modules on undergraduate and postgraduate programmes offered by the School of Media, the School of Hospitality Management & Tourism and the School of Culinary Arts & Food Technology during the lifetime of this scheme, subject to staff availability.
- The potential of developing further programmes through/with Irish in the School of Languages will be actively explored during the lifetime of this scheme.

School of Media:

- The School of Media will deliver the following programmes with Irish to degree level during the life time of this scheme:
 - DT 553*: BA in Journalism with a Language (Gaeilge)
 - DT 552*: BA in Media Arts
 - DT 505*: BA Film & Broadcasting with a Language (Gaeilge)* programme codes subject to change over the lifetime of this scheme
- From the commencement of the scheme, a new programme DT 505: BA Film & Broadcasting with a Language (Gaeilge) will begin and this new programme will gradually replace the existing programme, DT 552 BA in Media Arts.

Conservatory of Music & Drama:

- Irish will continue to be made available as a 3rd & 4th Year option on DT 501: BA in Music (Irish Traditional Music Studies) during the life time of this scheme.
- One to one tuition in Irish will be available on the following programmes from the outset of this scheme:
 - I. A001: Junior Music and Continuing Education (violin, piano, voice)
 - II. DT501: Bachelor of Music
 - III. DT527: Foundation Certificate in Music
 - IV. DT528: Bachelor in Music Education
 - V. DT543: Master of Musicand in the following instruments/voice:
 - VI. Classical: violin, piano, voice
 - VII. Traditional Music: violin, pipes, flute, banjo, sean nós.

School of Social Sciences & Law:

- The optional module 'Bilingual Children in Ireland' available in Year 3 of DT 572: BA in Early Childhood Education will continue to be provided during the lifetime of this scheme.

School of Hospitality Management & Tourism:

- Irish language modules currently being provided will continue to be provided on the undergraduate programmes offered by the School during the lifetime of this scheme subject to the continued support of the DIT School of Languages.

School of Culinary Arts & Food Technology:

- Irish language modules currently being provided will continue to be provided on the undergraduate programmes offered by the School during the lifetime of this scheme subject to the continued support of the DIT School of Languages.

Research in the Irish Language:

- DIT will continue to pursue opportunities for research on the Irish language in collaboration with Schools and research centres across the Institute, with Irish language and Gaeltacht organisations, with other organisations and third level Institutions.
- All of the Schools above commit to providing support to students who wish to pursue research through the medium of Irish subject to the availability of staff suitably qualified, able and willing to offer such support, during the lifetime of this scheme.

3.2: Irish Language Training for DIT Staff:

- From the outset of this scheme, the Institute will provide Irish language training on-campus for staff at different levels, subject to sufficient demand and resources and will facilitate staff attendance at on-campus training. The level of training offered to staff will reflect demand and will be organised by Oifig na Gaeilge with the support of the Staff Training & Development Unit.
- The Staff Training & Development Unit will support the provision of Irish language training for staff during work hours as well as at lunchtimes and evenings by the end of year 2 of this scheme.
- Staff will be encouraged and supported to take the European Certificate in Irish examinations each year from the outset of this scheme.
- Further specific training will be provided to staff in reception, switchboard and customer facing departments by the end of year 2 of this scheme.
- Irish language training will be offered to all Library staff in order to improve service provision through the medium of Irish in DIT's 6 libraries.
- All staff will be offered language awareness training as part of DIT's Staff Training & Development Unit training schedule by the end of year 2 of this scheme.
- From the outset of this scheme, scholarships will continue to be provided to DIT staff to attend Irish language summer courses in the Gaeltacht, subject to sufficient demand and resources.
- From the outset of this scheme, the Human Resources Department will continue to recognise participation by DIT staff on Irish language Gaeltacht summer courses as training days, subject to the approval of their local manager.
- From the outset of the scheme, new staff will be made aware of the Institute's commitments and obligations under the Official Languages Act during their induction. They will also be advised of development opportunities to improve their competence in Irish.

3.3: DIT Publications, Promotional Material and Media:**Publications & Promotional Material:**

- The following DIT publications will include the following Irish language content from the outset of this scheme:
 - DIT Undergraduate Prospectus (Introduction by the President; all General Information sections and Programme titles)
 - Campus Life Student Handbook & Diary (days of the week, months, index headings, rights' reservation, Oifig na Gaeilge section, cover letter)
 - Graduation Ceremony Booklets (degree titles, introduction and welcome)
 - DIT Awards Parchments
- The Student Handbook for DT 553, BA in Journalism with a Language (Gaeilge) will be provided in Irish and English, within the same cover by the end of Year 2 of this scheme.
- The Student Handbook for DT 505, BA Film and Broadcasting with a Language (Gaeilge) will be provided in Irish and English, within the same cover by the end of Year 2 of this scheme.
- The printed DIT Part-Time Programmes Summary Pamphlet will contain bilingual programme titles and the on-line version of the part-time programmes brochure will be available in Irish and in English by the end of year 2 of this scheme.
- By the end of year 3, the following material produced by the Directorate of Academic Affairs and Registrar will include bilingual content:
 - The General Assessment Regulations
 - The Handbook for Academic Quality Enhancement
- The Admissions Office will work with DIT's Public Affairs Office to produce bilingual exhibition and promotional material for the Institute from the outset of this scheme.
- Bilingual business cards will continue to be produced by the Public Affairs Office during the lifetime of this scheme.
- By the end of year 3, the following Health & Safety Office material will be bilingual:
 - Emergency First-Aid Procedure
 - Emergency Procedures - Contact Telephone numbers
 - Health & Safety Matters at DIT poster
 - Smoke free Policy Poster
 - Health & Safety Office logo
 - Incident Form
 - Online Hazard Report Form
 - Online Evacuation Evaluation Report
 - Safety Policies and Procedures
 - Health and Safety Representatives' Contact Information
 - Links to Legislation, Guidance and Reference

Media

- From the commencement of the scheme DIT will issue all press releases relating to Irish language issues bilingually. In addition DIT will issue at least 10 other press releases per annum in bilingual format. These bilingual press releases will relate to issues or developments of national/international significance, and or address themes of general interest to a national audience.
- Update, the staff e magazine published by the Public Affairs Office will continue to include the Irish language section – 'Imeachtaí Gaeilge'
- Irish language content will be included and promoted in any student media supported by the Campus Life offices (College Newspapers and Magazines)

3.4: DIT Information Leaflets, Forms and Module Descriptors:**Information Leaflets & Forms:**

- By the end of year 1, the following library information leaflets and forms will be available in Irish and in English within the one cover and will be dispersed in hard copy to all 6 library locations and will be available on the DIT Library Services Website:
 - DIT Library Regulations information leaflet.
 - Accessing the Library from Home information leaflet.
 - Using the Library Web Catalogue (OPAC) information leaflet.
 - Inter-Library Loan and Document Supply information leaflet.
 - Library Services Student Guide Kevin St.
 - Using the Library at DIT Aungier St. information leaflet.
 - Computer Facilities & Printing in the Library (Aungier St.) information leaflet.
- The DIT Student Regulations will be available in Irish and in English versions by the end of year 1 of this scheme.
- The following application forms will be available in Irish and in English within the one cover by the end of this scheme:
 - All Library Services application forms.
 - Application for Permission to sit Faculty Examinations.
 - Full-time application form for the Department of Law.
 - Placement report forms for BA in Early Childhood Education.
 - Postgraduate Programmes Application Form.
 - Postgraduate Study by Research, Application and Registration - PGR 1.
 - Postgraduate Study by Research, General Student Details
 - Postgraduate Study by Research, Supervision Arrangements - PGR 1(C).
 - School of Languages Staff Language Classes (DT 554) Application Form.
 - Survey of Students by Lecturer Form.
- DIT will ensure that where application forms are provided as separate Irish and English language versions, that a suitable statement will be included on the English version of the document stating that a separate Irish version of the document is available and that the Irish language version shall be as readily available as the English version.
- Templates used to acknowledge requests made to the Records Management Office (including Freedom of Information and Data Protection) will be in Irish and in English within the one cover by the end of year 1 of the Scheme.
- Job descriptions for posts in the Institute where Irish is a core requirement will be published in Irish or bilingually from the outset of this scheme.
- From the outset of the scheme, all general information, Standard Operating Practises, leaflets, maps etc. being designed or redesigned by the Buildings Office will be reviewed for translation. Short summaries, prefaces and headings will be provided bilingually where appropriate.
- Work placement fact sheets distributed by the Health & Safety Office will be available in Irish and in English within the one cover by the end of year 2 of this scheme.
- The following materials are currently available in Irish or in Irish and in English within the one cover in DIT and will continue to be produced in this way during the lifetime of this scheme:
 - All Oifig na Gaeilge forms, brochures and information leaflets.
 - All brochures & information leaflets pertaining to DT 587: MA sa Ghaeilge Fheidhmeach (MA in Applied Irish)

Module Descriptors:

- Descriptors for Irish language modules will be available in Irish only or in Irish and in English within the one cover from the School of Media by the end of year 2 of this scheme.
- Descriptors for Irish language modules will be available in Irish only or in Irish and in English within the one cover from the School of Languages by the end of year 2 of this scheme.
- The programme description and outline for DT 501: BA in Music (Irish Traditional Music Studies) will be available in Irish and in English within the one cover from the Conservatory of Music & Drama by the end of year 2.

3.5: Information Technology, DIT Website and Interactive Services:**Information Technology:**

- All emails passing through DIT's email scanning systems will be appended with a bilingual message by the end of year 1 of this scheme.
- Email notices to inform students to register on-line and to receive exam results on-line will be bilingual by the end of year 1 of this scheme.
- The inclusion of more Irish language content on DIT's Student Identity card will be included in the proposed review of the identity cards format which will take place during the lifetime of this scheme.
- The Institute will ensure that all current and future computer workstations and peripheral devices will be configured to support the entry, display and printing of information in either official language from the outset of this scheme. All future computers will have standard UK / Ireland as their basic keyboard configuration.
- New computer systems installed in DIT will be Irish language compatible in the sense of allowing names, place names and addresses to be recorded, displayed and printed from the outset of this scheme.
- DIT will install Irish language packs (Spelling checks, proof reading tools, etc.) in a controlled manner after release by the software manufacturer for commonly used systems such as Microsoft Office and Windows, subject to technical viability during the lifetime of this scheme.

DIT Website:

The DIT Website www.dit.ie is the main source of information on the Institute for the general public. At present, there is very little Irish language content available on DIT's website. However, the system does have the capacity to handle bilingual and multilingual content and some content is already available bilingually.

Over the next 3 years, the Irish language content on DIT's website will be increased as follows:

- The static content on the Welcome page or Homepage of the following Departments, Schools and Services will be available bilingually by the end of the scheme:
 - The Office of the President including the Public Affairs Office and Records Management
 - All 4 College Welcome / Homepages (College of Arts & Tourism, Business, Engineering & Built Environment and Sciences & Health)
 - Human Resources including Staff Training & Development and the Health & Safety Office
 - School of Languages, School of Media, School of Hospitality Management & Tourism, School of Culinary Arts & Food Technology, the Conservatory of Music & Drama and the School of Social Sciences and Law.
 - Buildings Office
 - Campus Life
 - Directorate of Academic Affairs and Registrar
 - Information Services
 - Library Services

- Property & Facilities Office
- Student Admissions Office
- Any new pages that are updated on the About DIT section of the website will be bilingual.
- Introduction to Library Services page.
- DIT Students Union home page will include Irish language content.
- Health & Safety Glossary of Terms which are available on-line.
- www.myDIT.ie, the Institute staff and student portal will include Irish language content on its homepage and will publish daily an Irish language "Word of the Day".
- DIT will ensure that from the beginning of the Scheme all publications including information leaflets and brochures that are produced in Irish or bilingually will be made available on the website at the same time as the English version.
- DIT will actively promote and make the public aware of the Institutes commitments under DIT's Official Languages Act Scheme from the outset of this scheme. A section on the DIT website with a link from the homepage www.dit.ie will be developed by the Public Affairs Office to include up to date information on the services and publications available bilingually from the Institute as part of DIT's Official Languages Act Scheme. This information will be made available at www.dit.ie/gaeilge and updated regularly.

DIT Interactive Services:

- DIT's Admissions Office is developing an on-line application service for all undergraduate and postgraduate DIT programmes and by the end of this scheme, this on-line application service will be available in Irish.
- Any other new DIT interactive services which allow the general public to make applications on-line from the outset of this scheme will be introduced bilingually where technically feasible.
- Where on-line interactive services are currently available in English only, under the control of DIT, they will be upgraded where technically feasible, and as soon as resources and pressures on other work in the IT area allow.
- The on-line library catalogue interface will be available bilingually as soon as new hardware is in place to facilitate the required software upgrade. This will be completed by year 3 of the scheme.

3.6: Irish Language and Student Life:

- DIT Students Union will work with the Institute's Cumann Gaelach, Oifig na Gaeilge, the Union of Students in Ireland and other parties to develop an Irish language policy for the Union by the end of year 1 of this scheme.
- DIT Students Union will support the appointment of a Student Irish Language Officer by the end of year 2 of this scheme.
- DIT's Student Societies Office and DIT Students' Union will continue to support an Cumann Gaelach during the lifetime of this scheme and further Cumainn Ghaelacha will be developed on other DIT campuses during the lifetime of this scheme.
- From the outset of the scheme, DITSU will work with Oifig na Gaeilge, an Cumann Gaelach and other student societies to ensure that there will be Irish language events during Freshers' Week and RAG Week each year.
- All DIT Students Union staff, elected officers and convenors will be offered language awareness training to make them aware of the Institute's commitments and obligations under the Official Languages Act by the end of this scheme.
- DIT's Irish Language Student Residency Scheme will continue during the lifetime of this scheme organised by Oifig na Gaeilge where students will receive scholarships to share accommodation with other Irish speaking DIT students.

CHAPTER 3:

COMMITMENTS TOWARDS ENHANCEMENT OF SERVICES UNDER DIT'S OFFICIAL LANGUAGES ACT SCHEME

- Free Irish classes for students as well as scholarships to attend Irish language courses in the Gaeltacht will continue to be provided to DIT students by Oifig na Gaeilge, subject to sufficient demand and resources.
- The Buildings Office will work with the Institute's Campus Life Office and Oifig na Gaeilge to establish a designated Irish Language Informal Learning Space by the end of year 1 of this scheme.
- Irish will continue to be used at the formal conferring of DIT awards at graduation ceremonies from the outset of this scheme.

3.7: DIT Switchboard:

The DIT Switchboard is the first point of contact for the majority of the public who contact the Institute. It shall be the policy of DIT to ensure that from the commencement of the scheme standard Quality Customer Service (QCS) practice applies in this area:

- Reception/switchboard staff will greet the public bilingually and give the name of the Institute in Irish and in English.
- Suitable arrangements are in place so that they can put members of the public in touch, without delay, with the office or officer responsible for offering the service required through Irish, where available.

3.8: DIT Receptions:

DIT receptions are a first point of contact for many visitors to the Institute and a focal point of each DIT campus for staff and students. DIT currently has numerous buildings located across Dublin city. The principal locations are: Aungier St., Bolton St., Cathal Brugha St., Kevin St., Mountjoy Square, 143 Rathmines Road and 159 Rathmines Road.

- The process of ensuring a comprehensive customer service provision through the medium of Irish at receptions in all main locations will begin during the lifetime of this first scheme but will not be completed until subsequent schemes are in place. However, specific Irish language training will be provided to DIT reception staff in order to ensure that a bilingual service is available in 2 DIT locations by the end of this scheme.
- By the end of year 2 of this scheme, language awareness training will be offered to all reception staff as part of DIT's General Reception Training.

3.9: Grangegorman Campus:

- The Admissions Office, the Buildings Office, Campus Life as well as the Properties & Facilities Office will plan for development and promotion of Irish language service provision for DIT's planned new Grangegorman Campus.
- Library Services will plan for further development and promotion of Irish language service provision for its new central Library in DIT's planned new Grangegorman Campus.
- DIT Library Services is currently developing an Irish Language Media Special Collection. The Library Services will pursue opportunities to develop this collection and welcome materials from the public to add to this Special Collection. The Special Collection will be developed in collaboration with DIT's Coiste na Gaeilge and with other libraries, organisations and third level Institutions.
- Irish language place names will be promoted for use on the new campus in Grangegorman.

4.1: Monitoring and Evaluation of DIT's Official Languages Act Scheme:

The Governing Body of DIT will keep the effective operation of the scheme under review. Heads of Departments and Heads of Schools are responsible for the day-to-day implementation of commitments within their own areas.

Support will be available to each department and school participating in DIT's Official Languages Act Scheme from Oifig na Gaeilge and from other departments across the Institute.

Departments and schools have identified a member of staff who will be responsible for monitoring the progress of the scheme within their own area.

Every 6 months, from the outset of the scheme, an update will be given by each department and school to DIT's Official Languages Act Committee, facilitated by Oifig na Gaeilge.

DIT's Official Languages Act Committee will report on the overall progress of the implementation of the scheme to the Governing Body of the Institute.

4.2: Publicising of DIT's Official Languages Act Scheme:

DIT will actively offer and make the public aware of the Institutes commitments under DIT's Official Languages Act Scheme. A section on the DIT website with a link from the homepage www.dit.ie will be developed to include up to date information on the services and publications available bilingually from the Institute as part of DIT's Official Languages Act Scheme. Once departments and offices which have committed to delivering a service are in a position to do so, this will be publicised on www.dit.ie/gaeilge and updated regularly.

The contents of DIT's Official Languages Act Scheme will also be publicised within the Institute and to the general public by means of:

- circular & press release
- advertising of provisions (subject to budgetary conditions)
- circulation to appropriate agencies and public bodies as well as
- the Institute's website